



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Transportation, Indiana Department of. Assets Management.

Agency: Assets Management		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	83-157	<b>ROAD LIFE FILE</b> Historical record of roads which charts what has been done to each state road since the road's inspection, including construction, improvements and costs.	TRANSFER one (1) copy of electronic records along with an index to the INDIANA ARCHIVES, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, twenty (20) years after the road has been taken off the system. MAINTAIN agency copy of electronic records permanently for agency reference use.
2	83-161	<b>ABANDONMENT FILES</b> Official notice that a city or county has accepted a road from the state system. Includes resolutions by city or county that a road will be accepted.	TRANSFER one (1) copy of electronic records along with an index to the INDIANA ARCHIVES, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, ten (10) years after the abandonment is complete. MAINTAIN agency copy of electronic records permanently for agency reference use.